

# Agenda Item Form

Agenda Date: 4-27-04

Districts Affected: All

Dept. Head/Contact Information: Carol A. Brey-Casiano

## Type of Agenda Item:

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Resolution            | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments        |
| <input type="checkbox"/> Tax Installment Agreements       | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                 |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen    |
| <input type="checkbox"/> Application for Facility Use     | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements            | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application         |
| <input type="checkbox"/> Other _____                      |   |  |

## Funding Source:

- ☐ General Fund
- ☒ Grant (duration of funds: 12 Months)
- ☐ Other Source: \_\_\_\_\_

## Legal:

- ☒ Legal Review Required      Attorney Assigned (please scroll down): John Nance      ☒ Approved      ☐ Denied

Timeline Priority: ☒ High      ☐ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

To authorize the Mayor to sign a Grant Application to the Texas State Library and Archives Commission (TSLAC) in the amount of \$385,867 for SFY 2004/2005 on behalf of the El Paso Public Library and the Texas Trans-Pecos Library System.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:  
N/A

## Statutory or Citizen Concerns:

N/A

## Departmental Concerns:

N/A

## RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Grant Application to the Texas State Library and Archives Commission (TSLAC) in the amount of \$385,867 for SFY 2004/2005 on behalf of the El Paso Public Library and the Texas Trans-Pecos Library System, and that the Mayor be authorized to sign any required contracts and related documents to accept funding of that amount or any other amount approved by TSLAC. The grant funds will be used for library operations. (No matching funds required.) (All Districts.)

ADOPTED this 27<sup>th</sup> day of April, 2004.

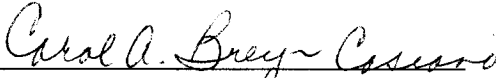
THE CITY OF EL PASO

\_\_\_\_\_  
Joe Wardy  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Carol A. Brey-Casiano  
Director of Libraries

APPROVED AS TO FORM:

  
\_\_\_\_\_  
John F. Nance  
Assistant City Attorney

GA 50-2004

## GRANT APPLICATION REVIEW

## DEPARTMENT

Library

## TYPE OF GRANT

LSTA

## CONTROL #

783

## GRANTOR

Texas State Library & Archives  
Commission

## EFFECTIVE DATE

9/01/04 - 8/31/05

☐ YES☒ NO

NO

## MATCHING FUND REQ

SOURCE OF FUNDS (GRANT AMOUNT, MATCHING FUNDS, INTERGOVERN.)  
Source of funds: Texas State Library & Archives Commission

## PERSONNEL FUNDED BY GRANT - current and proposed

|                       |      |          |
|-----------------------|------|----------|
| Coordinator           | PM81 | 1.00 FTE |
| Assistant Coordinator | PM77 | 1.00 FTE |
| Accounting Clerk      | GS16 | 1.00 FTE |
| Printer II            | GS16 | .10 FTE  |

## BRIEFLY DESCRIBE HOW GRANT WILL BE USED AND ANY SPECIAL CONDITIONS FOR THE GRANT:

The City of El Paso Public Library has received this grant for 25 years. The coordinator will manage the grant, supervise the staff, plan for and respond to requests from member libraries. Library membership consists of approximately 30 staff, 75 community volunteers and 30 local officials representing the El Paso Public Library and 14 member libraries in several adjacent counties. Responsibilities include assistance with policy development, planning, governance, inter-agency coordination and ensuring compliance with administrative, financial and reporting requirements. Coordination between agencies includes the City of El Paso, member libraries, associated organizations and the Texas State Library and Archives Commission.

The Coordinator & Assistant Coordinator will provide timely reports on the management of projects associated with the grant. The Printer II will provide flyers, posters and other public information products in support of grant programs.

## REVIEWED BY:

## OMB

## CHIEF FINANCIAL OFFICER:

## GRANTS ACCOUNTING MANAGER:

## CHIEF ADMINISTRATIVE OFFICER:

## GRANTS COORDINATOR:

## COMMENTS

RECEIVED

APR 14 2004

FINANCIAL SERVICES

**TEXAS STATE LIBRARY AND ARCHIVES COMMISSION (TSLAC)**  
**APPLICATION FOR STATE/FEDERAL ASSISTANCE**

**APPLICANT INFORMATION:**Library Name Texas Trans Pecos Library SystemApplicant/Legal Entity City of El Paso*(Official name of city, county, nonprofit, or university)***Program Contact Person (Primary Contact)**Name Carol Brey-CasianoTitle Director of LibrariesStreet/PO Box 501 N. Oregon St.City El PasoState TXZip Code 79901-1103County El PasoPhone 915.543.5406Fax 915.543.5410E-mail breycx@elpasotexas.gov**Additional Contact Person (if applicable)**Name Barbara Valle, TTPLS CoordinatorTitle/Type of Contact *(e.g. fiscal contact, accountant, grants manager)* Program CoordinatorPhone 915.543.5418Fax 915.533.3556E-mail vallebk@elpasotexas.govU.S. Congr. Distr. No. 16State Senate Distr. No. 29State House Distr. No. 77Employer/Federal Identification Number *(9 digits)*: 746000749**TYPE OF PROJECT: (check one)**☐ Cooperation☐ Establishment☐ Special Projects☐ TexTreasures☐ Interlibrary Loans☒ Systems☐ TANGBEGINNING DATE OF PROJECT/GRANT September 1, 2004**PROPOSED FUNDING SOURCES:**

a. TSLAC grant \$385,867

d. Local funds \$

b. Other federal gov't funds \$

e. Program income \$

c. Other state gov't funds \$

f. Miscellaneous \$

TOTAL \$385,867Is the applicant delinquent on any Federal debt? ☐ yes ☒ no

To the best of my knowledge and belief, data in the entire application packet is true and correct, the application has been duly authorized by the governing body of the applicant and the applicant will comply with the Uniform Grant Management Standards (UGMS) if the assistance is awarded.

Printed Name SEE SIGNATURE PAGE

Title \_\_\_\_\_

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

TEXAS STATE LIBRARY  
Library Development Division  
State Fiscal Year 2005  
September 1, 2004, through August 31, 2005

To the best of my knowledge and belief, data in this application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

CITY OF EL PASO


By: \_\_\_\_\_  
Joe Wardy  
Mayor

Date: \_\_\_\_\_


ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO CONTENT:

  
Carol A. Brey-Casiano  
Director of Libraries

APPROVED AS TO FORM:

  
John F. Nance  
Assistant City Attorney

# **Texas Trans-Pecos Library System**

Plan of Service

Fiscal Year 2005

## System Budget Plan

State Fiscal Year: 2005

System: TTPLS

|                   | Administration | Consulting     | CE             | Automation     | Collection Dev. | Publicity      | TOTAL          |
|-------------------|----------------|----------------|----------------|----------------|-----------------|----------------|----------------|
| Budget Category   | Project Budget | Project Budget | Project Budget | Project Budget | Project Budget  | Project Budget |                |
| Personnel         | 13,895         | 45,373         | 46,447         | 3,399          | 14,694          | 9,463          | 133,271        |
| Fringe Benefits   | 3,795          | 7,987          | 9,558          | 1,413          | 3,959           | 1,978          | 28,690         |
| Travel            | 1,000          | 4,000          | 2,000          | 0              | 0               | 0              | 7,000          |
| Library Materials | 0              | 0              | 0              | 0              | 153,951         | 0              | 153,951        |
| Supplies          | 5,104          | 0              | 2,000          | 0              | 0               | 1,300          | 8,404          |
| Contractual       | 900            | 3,000          | 10,000         | 12,500         | 0               | 0              | 26,400         |
| Other             | 5,655          | 0              | 0              | 0              | 0               | 0              | 5,655          |
| DIRECT CHARGES    | 30,349         | 60,360         | 70,005         | 17,312         | 172,604         | 12,741         | 363,371        |
| * INDIRECT Costs  | 2,345          | 7,659          | 7,840          | 574            | 2,480           | 1,597          | 22,496         |
| <b>TOTAL</b>      | <b>32,694</b>  | <b>68,019</b>  | <b>77,845</b>  | <b>17,886</b>  | <b>175,084</b>  | <b>14,338</b>  | <b>385,867</b> |
| Pct               | 8%             | 18%            | 20%            | 5%             | 45%             | 4%             | 100%           |

\* Indirect Costs charged by the City of El Paso: 16.88% of salary only

## System Personnel Form

Please identify on this form all current and anticipated staff positions for the system in FY 2005, September 1, 2004 to August 31, 2005.

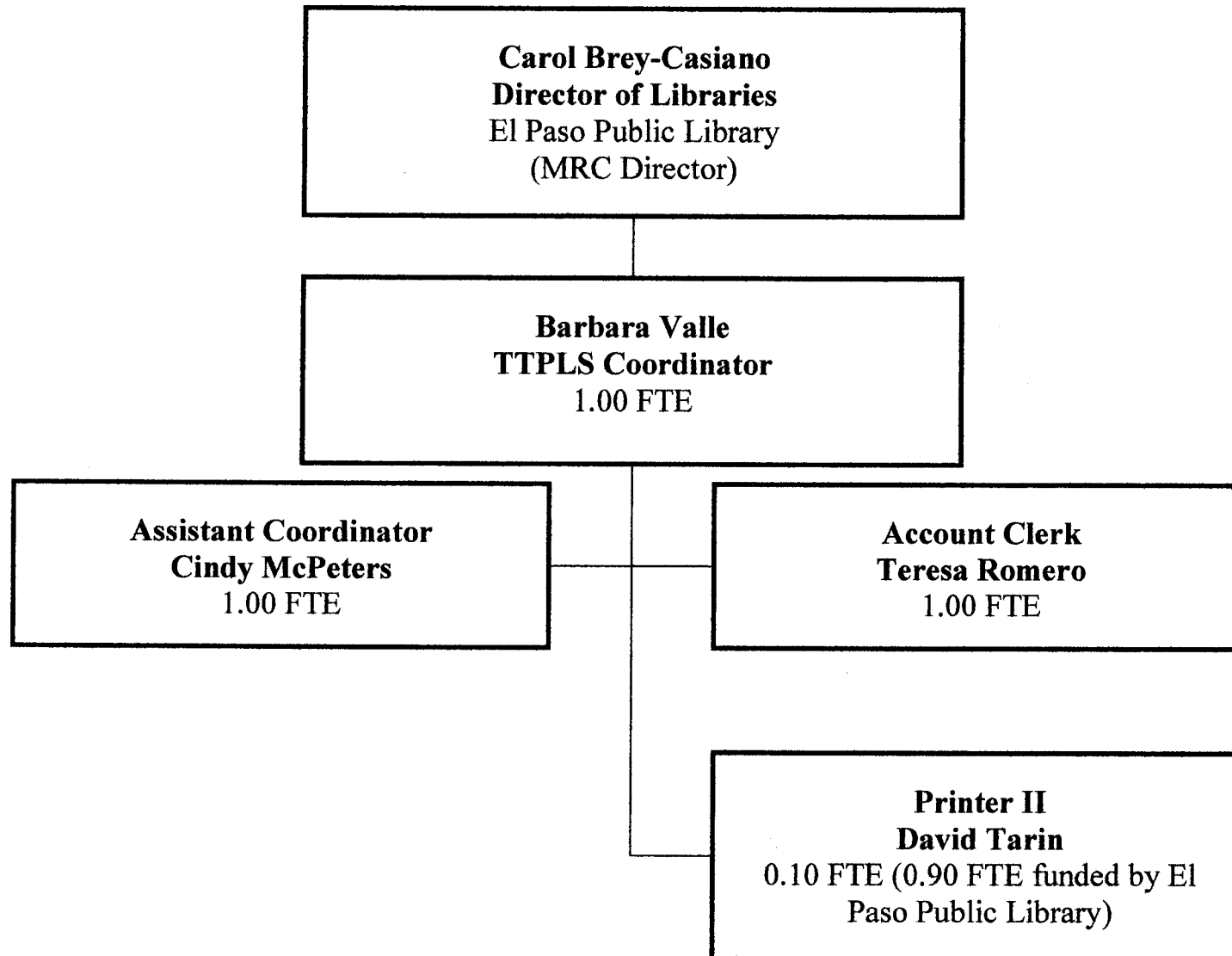
System personnel include those individuals whose salaries are paid in whole or part from the system grant. A staff person who is assigned part-time to the system would be included in this definition.

Fringe Benefits: workers compensation--0.408% of salary and longevity; unemployment compensation--0.11% of salary and longevity; city health plan contribution--\$1,326; life insurance/employee contribution—maximum annual cost of \$35.04 used; pension/retirement--10.25% of salary and longevity; FICA--6.2% of salary and longevity; FICA med--1.45% of salary and longevity. Source: Rachel E. Bertoni, El Paso Personnel Analyst: 1/29/02

| (1)                                   | (2)                 | (3)                         | (4)                         | (5)                      |
|---------------------------------------|---------------------|-----------------------------|-----------------------------|--------------------------|
| Classification<br>Level and Job Title | Name of<br>Employee | Salary from<br>System Grant | Fringe from<br>System Grant | FTE from<br>System Grant |
| Coordinator<br>PM 81                  | Barbara Valle       | 60,190                      | 13,129                      | 1.00                     |
| Ass't Coordinator<br>PM 77            | Cindy McPeters      | 46,447                      | 9,558                       | 1.00                     |
| Accounting Clerk<br>GS16              | Teresa Romero       | 24,657                      | 5,418                       | 1.00                     |
| Printer II<br>GS 16                   | David Tarin         | 1,977                       | 585                         | 0.10                     |
|                                       | <b>Total</b>        | <b><u>\$133,271</u></b>     | <b><u>\$28,690</u></b>      | <b><u>3.10</u></b>       |



## TTPLS Organizational Chart



# CITY OF EL PASO - JOB SPECIFICATION

5143 - PM 81

Professional and Managerial Branch  
Cultural Group  
Library Series

## TRANS-PECOS LIBRARY SYSTEMS COORDINATOR

04/90

### *Summary*

Under general supervision, supervises the Texas Trans-Pecos Library System; performs duties as required.

### *Typical Duties*

Plans and conducts continuing education activities, workshops and multi-day institutes for the Texas Trans-Pecos Library System librarians; makes regular field visits to System libraries to provide on-site consultation and assistance.

Directs and evaluates Texas Trans-Pecos Library System member activities; prepares the Annual Plan of Service according to budget and program guidelines provided by the Texas State Library; plans, develops, implements and monitors System programs; assesses library needs and priorities for services and documents that impact of the System toward meeting those needs.

Recommends selection, supervises, trains and evaluates assigned personnel; enforces established rules and regulations, standards of conduct and work attendance.

### *Minimum Qualifications*

Training and Experience: Graduation from an ALA accredited college or university with a Master's Degree in Library Science and six(6) years of progressively responsible postgraduate library employment, including two years of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles, practices and technical procedures of library management; comprehensive knowledge of the Texas State Library System; considerable knowledge of professional print and non-print selection methods; considerable knowledge of automated catalog systems and databases; considerable knowledge of supervisory techniques, standards of conduct and work attendance.

Ability to develop and enforce administrative policies and procedures; ability to plan, coordinate and direct library activities; ability to plan, develop and implement library programs and services; ability to supervise, train and evaluate assigned personnel; ability to develop budgets; ability to establish and maintain effective working relationships with fellow workers, officials and the public; ability to express oneself clearly and concisely, orally and in writing; ability to compile grant proposals; ability to maintain record and prepare reports.

Physical Requirements: Mobility within an office and library environment; operate a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or an equivalent license issued by another state.

\_\_\_\_\_  
Director of Personnel

\_\_\_\_\_  
Department Head

Professional and Managerial Branch  
Cultural Group  
Library Series

## ASSISTANT TRANS-PECOS LIBRARY SYSTEM COORDINATOR

04/95

*Summary*

Under supervision, assist in the development, implementation, supervision and evaluation of Texas Trans-Pecos Library Systems programs.

*Typical Duties*

Assist Coordinator in the administration of System programs. Involves: administering the operation of the Interlibrary Loan Section; administering the collection development, continuing education, and automation programs; conferring with Texas State Library staff members; assisting in planning and monitoring budgets for System-member automation, networked computerized resources, and other grant-funded projects.

Provide consultation to System libraries through on-site visits and telephone contacts. Involves: explaining requirements and objectives of grant projects to System members; assisting and advising member libraries on use of automated cataloging systems, database software, computer hardware including networks, and similar technology; providing assistance in library procedures; developing and conducting training for rural and small-town library staff.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Performs related administrative duties. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing specified duties and responsibilities essential to maintain continuity of operations and similarly performing any duties of subordinates or coworkers, if necessary; assisting in the production of the System newsletter; preparing annual comprehensive survey of programs and monthly statistical reports for the Texas State Library for review by System Coordinator prior to due date.

*Minimum Qualification:*

Training and Experience: Graduation from an ALA accredited college or university with a Master's Degree in Library Science and four (4) years of progressively responsible postgraduate professional library experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: the principles, techniques and methods in the operation of a public library; computer-based and other library services. Good knowledge of: personal computer equipment and related software, including network software; automated cataloging systems and databases; current service delivery techniques such as distance learning by satellite transmission instruction or similar methods; supervisory techniques, standards of conduct and work attendance. Some knowledge of budgeting practices and procedures.

Ability to: plan and evaluate library programs; supervise a large variety of library operations; recommend acquisition of library automation equipment and related software communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with fellow employees and the general public; supervise, train and evaluate assigned personnel; maintain records and prepare comprehensive reports and maintain records.

*Special Requirement:* Occasional short stay, out-of-town travel.

*Licenses and Certificates:* Valid U.S. Driver's License.

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Director of Personnel

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Department Head

Clerical and Office Branch  
Accounting, Clerical and Cashiering Group  
Accounting Clerk Series

## ACCOUNTING CLERK

07/99 (NEB)

*Summary*

Under general supervision, perform responsible standard bookkeeping and purchasing clerical support functions for a department in accordance with established procedures and financial reporting requirements.

*Typical Duties*

Verify amounts and process forms to authorize various fiscal transactions as authorized, and maintain related electronic and manual records for designated general, payable, receivable, cash, cost, budget, payroll, capital or inventory accounts and statistics. Involves: classifying and coding various stores requisitions, and operating and other expenses by accounts; computing and posting figures from requisitions, work orders and other forms to general and ledger accounts; participating in account balancing or closing; checking accuracy, completeness and legibility of purchase orders, invoices, cash sheets, paid bills or receipts; preparing journal vouchers for transfers or adjustments; compiling, calculating, sorting, breaking down or summarizing details of costs and funds used to prepare periodic and special financial reports and statements; journalizing employee time charges, computing gross payroll amounts and documenting other personnel data as assigned; receipt, collection, counting and deposit of cash, checks or other negotiable instruments as authorized; responding to ordinary inquiries and complaints by conferring or corresponding with vendors, customers and other departments to trace and furnish information, detect discrepancies, explain account status or correct errors

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: acting as group leader on specific projects by instructing in and assigning tasks, and checking results of lower graded employees performing the same or directly related work; substituting within authorized limits for supervisor or coworkers as qualified by carrying out specific functions to maintain continuity of ordinary services, if delegated; providing designated support to projects or activities overseen by higher graded personnel as instructed; explaining and demonstrating work to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments related to functions of other positions for training purposes under close supervision; logging activities, and preparing recurring or special activity or status reports.

*Minimum Qualifications*

**Training and Experience:** Graduation from high school or GED equivalent, including or supplemented by additional course work in general business, accounting, or data processing and computer operations, plus four (4) years of increasingly responsible automated bookkeeping and related clerical work experience; or an equivalent combination of training and experience.

**Knowledge, Abilities and Skills:** Good knowledge of: principles and methods of bookkeeping. Some knowledge of: laws, ordinances, and regulations governing City financial matters; modern office procedures and basic practices of electronic processing and recording of financial data.

**Ability to:** proof, record, break down, organize and summarize standard accounting and statistical details in an automated environment; process a high volume of numerical detail work accurately to meet strict deadlines while confronted by interruptions; apply algebra and statistics concepts to practical situations including calculation of fractions, percentages, ratios, proportions, discounts and interest; read and interpret documents such as procedure manuals, and understand and follow instructions in written, oral, diagram or schedule form; solve common practical accounting problems by considering a variety of concrete variables; communicate effectively orally and in writing to prepare routine reports and correspondence or to discuss fiscal activities; establish and maintain effective working relationships with customers, vendors, city management and fellow employees in order to coordinate activities and render service..

**Skill in safe operation and care of:** personal computer or network workstation, and generic business productivity and specialized financial, accounting, budget, purchasing or inventory software; common office machines

\_\_\_\_\_  
Personnel Director\_\_\_\_\_  
Department Head\_\_\_\_\_  
Department Head

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Clerical and Office Group  
Office Machine Operation Series

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PRINTING EQUIPMENT OPERATOR II  
07/01

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*Characteristics Of The Class:*

Under general supervision, performs complex printing requiring the responsible operation of a variety of machines and equipment; and performs related work as required.

*Example Of Duties:*

Operates offset printing equipment in the reproduction of single or multicolor printed matter, working to fine tolerances and correct color values; makes offset plates of various types for the platen and offset presses; operates plate maker; operates photostat machines; develops and strips negatives, lineshots and halftones; burns plates; does hand set type composition; mixes colors according to specifications; operates embossing machine and a variety of auxiliary print shop equipment; determines quality and most economical use of paper.

Maintains and performs minor adjustments to equipment; trains personnel as assigned; keeps records as required.

*Minimum Qualifications*

Training and Experience: Graduation from high school, including two years of technical training in the field of printing; and three years of increasingly responsible experience as an offset printing equipment operator; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of business English, spelling, grammar and punctuation; good knowledge of offset presses and printing materials; good knowledge of simple arithmetic.

Ability to make fine color distinction; ability to identify different types, styles and sizes of prints; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with others.

Skill in the care and operation of print shop machinery and related equipment.

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Director of Personnel

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Department Head

### **Itemization of Equipment Purchases by Project**

No equipment needs have been identified at this time. As needs are identified, the Coordinator will request amendments and prior approvals.

### **Itemization of Supply Purchases by Project**

|                      |  |                |
|----------------------|--|----------------|
| Administration       | office supplies                                | <b>\$5,104</b> |
|                      |  |                |
| Continuing Education | Supplies for workshop packets                  | <b>2,000</b>   |
|                      |  |                |
| Publicity            | Printing supplies for flyers, stationery, etc. | <b>1,300</b>   |
|                      |  |                |
| <b>TOTAL</b>         |  | <b>\$8,404</b> |

### **Itemization of Contractual Service Purchases by Project**

|                      |                             |                 |
|----------------------|-----------------------------|-----------------|
| Administration       | photocopier lease           | <b>900</b>      |
|                      |                             |                 |
| Automation           | catalog upgrade             | <b>12,500</b>   |
|                      |                             |                 |
| Continuing Education | 10 workshops                | <b>10,000</b>   |
|                      |                             |                 |
| Consulting           | Grant & funding development | <b>3,000</b>    |
|                      |                             |                 |
| <b>TOTAL</b>         |                             | <b>\$26,400</b> |

### Collection Development Allocation Formula

The 14 small member libraries will receive a total 69% of all materials funds; each member library will receive an equal share for the purchase of materials. The El Paso Public Library (Main Library and nine branch libraries) will receive a total of 31% of materials funds. This formula will be used to allocate funds under the Collection Development Project. Money allocated to member libraries may be subject to reduction, as follows:

To receive the full allotment of collection development funds, a library must have lay representatives who attend two of the three scheduled meetings in the previous fiscal year. If the attendance requirements are not met, then the library loses 50% of its allocation. The funds would be distributed to the other member libraries for collection development purposes.

### Library Resource Materials Allocation by Library

Funds for library materials (books, and audio or visual productions, professional journal subscriptions) are budgeted under the Collection Development Project.

| Library                               | Collection Development | LSTA     | Total     |
|---------------------------------------|------------------------|----------|-----------|
| Alpine Public Library                 | 4,874                  | 823      | 5,697     |
| Clint ISD Public Library              | 4,874                  | 823      | 5,697     |
| Fort Hancock ISD/Hudspeth Co. Library | 4,874                  | 823      | 5,697     |
| Fort Stockton Public Library          | 4,874                  | 823      | 5,697     |
| Grace Grebing Public Library          | 4,874                  | 823      | 5,697     |
| Imperial Public Library               | 4,874                  | 823      | 5,697     |
| Iraan Public Library                  | 4,874                  | 823      | 5,697     |
| Jeff Davis County Library             | 4,874                  | 823      | 5,697     |
| Marfa Public Library                  | 4,874                  | 823      | 5,697     |
| City of Presidio Library              | 4,874                  | 823      | 5,697     |
| Reeves County Library                 | 4,874                  | 823      | 5,697     |
| Terrell County Library                | 4,874                  | 823      | 5,697     |
| Tornillo Media Center, Inc.           | 4,874                  | 823      | 5,697     |
| Van Horn City-County Library          | 4,874                  | 823      | 5,697     |
| member library sub-total              | 68,236                 | 11,522   | 79,758    |
| El Paso Public Library                | 36,459                 | 11,064   | 47,523    |
| Total                                 | \$104,695              | \$22,586 | \$127,281 |

Funds for a leased book program (\$22,946) and for subscriptions to professional journals (\$3,724) will be budgeted under the Collection Development Project. Funding is in the Library Materials Expense Category.

| Library                               | Leased<br>Books | Professional<br>Journals | Total    |
|---------------------------------------|-----------------|--------------------------|----------|
| Alpine Public Library                 | 1,639           | 266                      | 1,905    |
| Clint ISD Public Library              | 1,639           | 266                      | 1,905    |
| Fort Hancock ISD/Hudspeth Co. Library | 1,639           | 266                      | 1,905    |
| Fort Stockton Public Library          | 1,639           | 266                      | 1,905    |
| Grace Grebing Public Library          | 1,639           | 266                      | 1,905    |
| Imperial Public Library               | 1,639           | 266                      | 1,905    |
| Iraan Public Library                  | 1,639           | 266                      | 1,905    |
| Jeff Davis County Library             | 1,639           | 266                      | 1,905    |
| Marfa Public Library                  | 1,639           | 266                      | 1,905    |
| City of Presidio Library              | 1,639           | 266                      | 1,905    |
| Reeves County Library                 | 1,639           | 266                      | 1,905    |
| Terrell County Library                | 1,639           | 266                      | 1,905    |
| Tornillo Media Center, Inc.           | 1,639           | 266                      | 1,905    |
| Van Horn City-County Library          | 1,639           | 266                      | 1,905    |
| member library sub-total              | \$22,946        | \$3,724                  | \$26,670 |
| El Paso Public Library                | 0               | 0                        | 0        |
| Total                                 | \$22,946        | \$3,724                  | \$26,670 |



## ***Administration Project***

Objectives and Need for This Assistance: The Administration Project is needed to research, draft, manage, implement, monitor, evaluate, amend, and report on the grant.

Results or Benefits Expected: Submission of timely and accurate reports, budget amendments, and prior approvals will give staff at the Texas State Library and Archives Commission an accurate picture of system performance. Compliance with grant management standards and practices will mean that correct actions are planned and taken. Support is essential from the City of El Paso and the Major Resource Center [El Paso Public Library] in the timely handling of staffing requirements and processing of requests.

### ***Plan of Action: The Coordinator will***

- Request adequate administrative and technical support and cooperation from the City of El Paso and the El Paso Public Library.
- Develop, monitor, and report on grant-related programs, services, and activities efficiently and effectively;
- Participate in development of collaborative programs with non-profit, governmental and educational entities [e.g. the El Paso Area Library System EPAL]
- Select, supervise, and evaluate system staff;
- Coordinate system activities, programs, and services with allied and cooperating organizations, including but not limited to the Texas State Library and Archives Commission, the El Paso Public Library, and the City of El Paso;
- Amend the grant as needed;
- Attend Texas State Library and Archives Commission system meetings and other planning and training activities to stay current regarding administrative, planning, evaluation, and policy requirements;
- Ensure that system staff comply with administrative, financial, and reporting requirements
- Participate in and represent the system at meetings and other functions as a member of the El Paso Public Library Department Management Team.

System staff will

- monitor the planning and delivery of system programs and services; and,
- record, analyze, and report on progress towards monthly, quarterly, and annual targets.

Project Accomplishments: The Coordinator will ensure that Texas State Library and Archives Commission staff, system staff, member library staff, System Advisory Council Members, Lay Representatives, community volunteers, El Paso Public Library staff, and City of El Paso staff have complete, correct, and current information about system activities, progress towards targets, and problems encountered. No Uniform Statistical Report target is associated with this project.

Local Objectives: The Coordinator and the Assistant Coordinator will attend system and consultants meetings and training sessions; attend El Paso Public Library and City of El Paso meetings; and report as needed on the outcomes of these meetings.

Geographic Location: The Administration Project will provide services that will benefit library staff, System Advisory Council Members, Lay Representatives, community volunteers, and library patrons in 15 member libraries in the nine-county Texas Trans-Pecos Library System service area. The Coordinator, in consultation with the System Advisory Council, will determine if, when, and how to respond to requests for assistance from staff and community volunteers representing non-member libraries.

**Additional Information:**

***Local/Systems Objectives Report***

| Statement of Objectives  | Monthly Performance | Year-to-Date |
|--|---------------------|--------------|
|  |                     |              |
| The Coordinator will attend, participate in, and report on system meetings.                |                     | 3            |
| The Assistant Coordinator will attend, participate in, and report on consultants meetings. |                     | 3            |

## ***Automation Project***

Objectives and Need for This Assistance: The Automation Project is needed to upgrade at least one of the 14 member libraries. Only one of the remote members has a web-based library application system. There is a wide variation in automation and computer hardware and software knowledge, ability, and skills among library staff.

Results or Benefits Expected: Funding and support for upgrade conversion will provide library patrons and staff with better access to library resources. This project addresses the LSTA goal of providing electronic and other linkages among and between all types of libraries.

Plan of Action: The system will fund an automated system upgrade in one library with a closed [in-house] automated catalog.

### ***The Coordinator will***

- Ensure that there is adequate administrative and technical support and cooperation from the City of El Paso and the El Paso Public Library;
- Select one library for technological upgrade;
- Work closely with staff in the City of El Paso Purchasing Department and the selected member library director to plan and expedite the upgrade; and,
- Monitor the staff and programs of the Technical Assistance Negotiated Grant.

Project Accomplishments: The Coordinator, Assistant Coordinator and the TANG person will determine the nature and extent of automation support needed by library staff and community volunteers and will respond with appropriate program content. No Uniform Statistical Report target is associated with this project.

Local Objectives: The system will fund the upgrade of the one library having a closed automated system. Libraries that have achieved a basic level of automation—both Internet connectivity and application hardware and software—will receive support as needs are identified and communicated to the system office. The primary objective of this project will continue to be helping members with their automation & technology needs and to work toward the LSTA goal of expanding services for learning and access to information & educational resources.

### **Additional Information:**

#### ***Local/Systems Objectives Report***

| Statement of Objectives  | Monthly Performance | Year-to-Date |
|--|---------------------|--------------|
| One library will be selected to participate in the automation upgrade. |                     | 1            |

## ***Collection Development Project***

Objectives and Need for This Assistance: The Collection Development Project is needed to supplement inadequate local funding, to provide collection assessment and planning support, to compile quantitative data, and to report on performance. In most of the service areas of TTPLS member libraries, nearly 75% of persons speak a language other than English at home. The figure for Texas is 31%. The Census 2000 figures are the same for Persons of Hispanic or Latino origin in this area. To move forward toward the LSTA stated purpose of developing library service that provide all users access to information and educational resources, libraries will purchase language learning materials in Spanish and English.

Plan of Action: The Coordinator will ensure that there is adequate administrative and technical support and cooperation from the Texas State Library, City of El Paso and the El Paso Public Library.

Library directors will

- spend 50% of their funds by December 18, 2004;
- spend the remaining 50% by April 23, 2005; and,
- not back order items after December 31, 2004.

The Coordinator and the Accounting Clerk will

- Compile statistical information about numbers and costs of items received by member libraries;
- Ensure that accounts are managed and funds are spent as planned; and,
- Provide accurate and timely reports to the Texas State Library and Archives Commission.

Results or Benefits Expected: Supplemental system funding will result in better and more diverse library collections. Weeding assistance will create collections that are more relevant and easier to use. General collection management advice and training will increase the knowledge, skills, and abilities of library staff. Timely and accurate reports will ensure that staff at the Texas State Library and Archives Commission has appropriate management information.

**Project Accomplishments:** The Coordinator and the Assistant Coordinator will provide collection development assistance in person and by telephone, mail, email, and fax. The system will fund subscriptions to professional journals. Of special importance will be careful tracking of spending to make sure that funds are spent on schedule. Three Legislative Budget Board [LBB] measures Uniform Statistical Report targets are associated with this project.

|    | USR's   | Monthly Performance | Year-to-Date |
|----|---|---------------------|--------------|
|    |   |                     |              |
| 1. | Number of Books Purchased or Leased           |                     | 4,500        |
| 2. | Number of Periodical Subscriptions Purchased  |                     | 50           |
| 3. | Number of Other Materials Purchased or Leased |                     | 1,050        |

Local Objectives: The Coordinator and the Assistant Coordinator will provide weeding assistance to two libraries.

Geographic Location: The Collection Development Project will provide services that will benefit library staff and patrons in member libraries in the nine-county Texas Trans-Pecos Library System service area. Collection Development Project funds will be made available only to member libraries.

***Local/Systems Objectives Report***

| Statement of Objectives   | Monthly Performance | Year-to-Date |
|---|---------------------|--------------|
|   |                     |              |
| The Coordinator and the Assistant Coordinator will provide weeding assistance to two libraries. |                     | 2            |
| Fourteen libraries will participate in the leased book program.                                 |                     | 14           |
| Fourteen libraries will participate in the professional journals program.                       |                     | 14           |

## ***Consulting Project***

Objectives and Need for This Assistance: The Consulting Project is needed to plan for and respond to requests from approximately 30 library staff and 30 local officials for assistance with policy development, planning, and governance. A major component of the consulting project is to communicate best practices and information from state and federal agencies to the local level.

Results or Benefits Expected: Library staff will become more confident and skilled working with patrons, community volunteers, local government officials, and representatives of local and regional public and private sector groups. System Advisory Council Members and Lay Representatives will understand the importance of their roles in the governance and planning process and will ensure that individual library needs and system needs are articulated, discussed, reconciled and met.

### ***The Coordinator and Assistant Coordinator will***

- Provide consultative assistance by site visit, mail, email, telephone, and fax and report on assistance provided;
- Plan, attend, participate in, and report on three System Advisory Council/Lay Representative meetings;
- Identify regular and special program and planning needs and work with library staff, System Advisory Council Members and Lay Representatives to meet those needs by appointing them to serve on committees, sub-committees, and work groups;
- Maintain the System Advisory Council responsibility chart, bylaws, and other planning documents; and,
- Develop and implement training and orientation activities for library staff and community volunteers when there is a substantive change in the structure or purpose of system governance needs.

Project Accomplishments: The Coordinator and the Assistant Coordinator will provide consulting assistance and resources to library staff and community volunteers. Four Uniform Statistical Report targets are associated with this project.

|     | USR's  | Monthly Performance | Year-to-Date |
|-----|--|---------------------|--------------|
|     |  |                     |              |
| 14. | Librarians assisted [solicited assistance in any format] |                     | 900          |
| 15. | Number of Library Staff Trained & Assisted via email     |                     | 1,500        |

Geographic Location: The Consulting Project will provide services to benefit library staff, System Advisory Council Members, Lay Representatives, community volunteers, and library patrons in the member libraries in the nine-county Texas Trans-Pecos Library System service area.

### ***Local/Systems Objectives Report***

| Statement of Objectives   | Monthly Performance | Year-to-Date |
|---|---------------------|--------------|
|   |                     |              |
| The Coordinator and the Assistant Coordinator will plan, attend, participate in, and report on three System Advisory Council/Lay Representative meetings. |                     | 3            |
| Each member library will receive at least one visit from the Coordinator or the Assistant Coordinator.  |                     | 14           |
| Two non-member libraries will receive one visit from the Coordinator or the Assistant Coordinator.  |                     | 2            |

## ***TTPLS Continuing Education Project***

The TTPLS Continuing Education Project is a program consistent with the outcome based evaluation model of the Texas State Library. The goal of the project is to provide staff in all types of libraries with educational opportunities to meet their needs for knowledge, skills and confidence to serve their patrons effectively.

The project partners include TTPLS staff, member libraries, local public schools, county governments and municipal governments. Expansion of the project is anticipated to include more government agencies and private organizations as participants.

The TTPLS staff, project partners and participants are the primary sources of influence for the project.

Objectives and Need for This Assistance: The Continuing Education Project is needed since only two of the 14 library directors are MLS level Librarians and the majority of the libraries are geographically isolated from other resources. Most of the libraries are located in rural communities, many with a population of fewer than 2,000 persons. There is almost no access to professional development activities and few opportunities to acquire the 10 Continuing Education Units [average] per year needed to maintain certification.

### **Program Design**

The TTPLS staff and consultants provide the following:

- Planning and presentation of workshops
- Promotion to potential participants
- Locations for events
- Instructional materials

### **The Assistant Coordinator will:**

- Review the continuing education program schedules, reports, needs assessments, and evaluations for prior years;
- Conduct general and specialized training needs assessments;
- Develop a list of potential topics, presenters, and locations;
- Rank topics in terms of feasibility and mission appropriateness;
- Meet with the Coordinator to make program decisions.
- Develop a schedule so that about half of the continuing education programs will be held in or near El Paso and about half will be held in remote member library locations;
- Coordinate with library directors;
- Research, draft, and monitor contracts with the City of El Paso Personnel Department;



- Publicize each continuing education program;
- Manage the registration process;
- Provide appropriate logistical support to each presenter before, during, and after each continuing education program;
- Attend or arrange for system staff representation at each continuing education program;
- Ensure that each participant completes an evaluation and receives a certificate; and,
- Complete and submit a workshop reporting form in a timely manner at the conclusion of each continuing education program.

The Assistant Coordinator and the Accounting Clerk will ensure that accounts are managed, that funds are spent as planned, and presenters are paid in a timely manner. The Coordinator and the Assistant Coordinator will make final decisions regarding number, length, topic, content, presenters, locations and costs.

### **Outcome and Benefits**

The project will provide library staff access to continuing education programs to expand the professional knowledge and skills of participants. Although the staff of member libraries is the primary consumer of training provided under this project, community leaders, teachers, government officials and others have also been participating in training. The training also provides the opportunity for participants to create new resource networks and share information. As a result, all participants, libraries and communities involved in the program benefit from the resources that are made available through the Continuing Education Project. As part of each workshop package, outcomes will be measured by follow-up surveys and the gathering of statistics as appropriate.

Project Accomplishments: One Legislative Budget Board Measure is associated with this project.

|     | USR's  | Monthly Performance | Year-to-Date |
|-----|--|---------------------|--------------|
|     |  |                     |              |
| 11. | Librarians Trained through instructional workshops |                     | 220          |
|     |  |                     |              |

Geographic Location: The Continuing Education Project will provide services that will benefit library staff, System Advisory Council Members, Lay Representatives, community volunteers, and library patrons in member libraries in the nine-county Texas Trans-Pecos Library System service area. Staff and community volunteers representing non-member libraries may attend any system program.

***Local/Systems Objectives Report***

| Statement of Objectives  | Monthly Performance | Year-to-Date |
|--|---------------------|--------------|
|  |                     |              |
| The Assistant Coordinator will schedule, monitor, evaluate, and report on eight workshops. |                     | 10           |

Note: This is a minimum number. As time, staffing and funds permit, more workshops will be added. These will be supplemented by teleconferences and videoconferences in sites where equipment is available and in working order. Video or other recordings of the teleconference will be made available to staff members who cannot attend these teleconferences.

Local Objectives: No local objective is associated with this project.

## ***Publicity Project***

Objectives and Need for This Assistance: The Publicity Project is needed to provide member library staff with graphic design and materials production services to extend the reach and to improve the visibility of the library in the community. No libraries, except El Paso Public Library, have the tools, training, or other resources to manage publicity and public relations activities. Except for El Paso, none of the cities have commercially available, reasonably priced printing businesses. The system office receives similar design and production services for its internal operations. A quarterly newsletter will be published and distributed to individuals requesting a subscription.

Results or Benefits Expected: Public relations assistance will enhance the profile of the library within the community. The quarterly newsletter will provide relevant information to library staff and community volunteers in the nine-county system area and to other subscribers.

Plan of Action: The Coordinator and the Printer will work with library staff to ensure that they understand the timetable for the design, production, and delivery of various printed items so that they will be able to take full advantage of the available products and services.

Project Accomplishments: No LBB measure is associated with this project.

Local Objectives: The Coordinator and the Printer will provide public relations and promotional materials to member libraries. The Assistant Coordinator is responsible for overseeing the Web site.

Geographic Location: The Publicity Project will provide publicity/promotional services that will benefit library staff and patrons in all 14 member libraries in the nine-county Texas Trans-Pecos Library System service area.

### **Additional Information:**

#### ***Local/Systems Objectives Report***

| Statement of Objectives   | Monthly Performance | Year-to-Date |
|---|---------------------|--------------|
|   |                     |              |
| The Assistant Coordinator will draft, produce, and distribute quarterly newsletters & weekly updates to the website |                     | 4            |
| The Coordinator and the Printer will provide graphics assistance to four libraries.                                 |                     | 4            |

## DRAFT UNIFORM STATISTICAL REPORT FOR REGIONAL SYSTEMS - 2005

Name of Reporting System: Texas Trans Pecos Library System

Reporting Month: \_\_\_\_\_

|  | Yearly Target<br>As of 8/31/04 | This Month's<br>Performance | Cumulative<br>Performance<br>Year-to-Date |
|--|--------------------------------|-----------------------------|---|
| <b><i>Materials Acquisition Information</i></b>          |                                |                             |   |
| 1. Number of Books Received/Leased                       | 4,500                          |                             |   |
| 2. Number of Periodical Subscriptions Purchased          | 50                             |                             |   |
| 3. Other Materials Received/Leased                       | 2,500                          |                             |   |
| Total 1-3  | 7,050                          |                             |   |
| <b><i>Services to Library Patrons</i></b>                |                                |                             |   |
| 4. Number of Persons Attending Film and Video Showings   | 0                              |                             |   |
| 5. Number of Persons Attending System Sponsored Programs | 0                              |                             |   |
| 6. Number of Materials Circulated                        | 0                              |                             |   |
| 7. Number of Reciprocal Loans                            | 0                              |                             |   |
| <b><i>Interlibrary Loan Services</i></b>                 |                                |                             |   |
| 8. Number of Reference Referrals                         | 0                              |                             |   |
| 9. Number of Lateral ILL Requests Filled                 | 0                              |                             |   |
| <b><i>Training and Assistance Provided</i></b>           |                                |                             |   |
| 10. Number of Workshops Held                             | 10                             |                             |   |
| 11. Number of Persons Attending Workshops                | 220                            |                             |   |
| 12. Number of Student Hours at Workshops                 | 850                            |                             |   |

|   | Yearly Target<br>As of 8/31/04 | This Month's<br>Performance | Cumulativ<br>e<br>Perf.<br>Year-to-<br>Date |
|---|--------------------------------|-----------------------------|---|
| <u>Training and Assistance Provided</u>   |                                |                             |   |
| 13. Number of Hours Assisting Libraries   | 550                            |                             |   |
| 14. Number of Library Staff Trained and Assisted<br>via Phone, Fax, Onsite Visits, Snail Mail | 900                            |                             |   |
| 15. Number of Library Staff Trained and Assisted<br>via Email                                 | 1,500                          |                             |   |
| <u>Literacy/ESL Project</u>   |                                |                             |   |
| 16. Number of Persons Attending Sessions<br>(ESL, Literacy, etc.)                             | 0                              |                             |   |
| <u>LSTA Project</u>   | 0                              |                             |   |
| 17. LSTA Project: Number of Persons Served<br><u>Networked Resources</u>                      |                                |                             |   |
| 18. Number of Persons Provided Electronic<br>Services   | 0                              |                             |   |
| 19. Number of Library Materials Provided via<br>Electronic Networks                           | 0                              |                             |   |

Email or fax completed form for each month to:  
TSLAC  
Sandra Justice  
Accounting Dept.  
Fax: 512-475-0185  
Email: Sandra.justice@tsl.state.tx.us  
Phone: 512-463-5472

**Copies of Revised System Policies and Procedures**

Changes to system policies and procedures have neither been made nor anticipated during FY2005.